How Do I Buy or Handle…

Sole Source Explanation and Preparation

A Sole Source exists when there is ONLY one known supplier for unique products and services and no other options are available.

Complete the Sole Source/Proprietary Procurement Request form. This form can also be found on the procurement website under For Departments/Forms. This form is fillable. Tab to each section.

SOLE/SINGLE SOURCE JUSTIFICATION SECTION:

Briefly, what is the aim of the project in which this product or service will be used: If the item is proprietary (owned and legally controlled by a particular company) but competition is available among distributors, document it in this section.

ONE CLICK SECTION THAT EXPLAINS THE RATIONALE FOR THE REQUESTED WAIVER.

1. SINGLE SOURCE: A Single Source justification exists if the goods and/or services required to satisfy the University’s needs are only available from one supplier (examples: patents, copyrights, and exclusive distribution). Backup documentation must be submitted with this form.

2. EMERGENCY: An Emergency justification exists if the goods and/or services are required to:
   - Correct or prevent an emergency health, environmental or safety hazard; and/or,
   - Provide for the completion of special or time sensitive events; and/or,
   - Enable the emergency repair/replacement of existing equipment essential for daily operations.

3. Pass-through: The awarding agency or pass-through entity expressly authorizes noncompetitive quotes or proposals. Backup documentation supporting the pass-through must be submitted with this form.
4. **Inadequate Competition**: After contacting a number of sources, competition is determined inadequate. Backup documentation must be submitted with this form.

5. **Continuation and integrity of ongoing research**: When researchers need to acquire items from a particular source for scientific reasons (for example, when a service or item is only available with the required quality from one source or only one source can provide the items or service in the time frame required). Adequate justification shall be included.

**EXAMPLES OF ACCEPTABLE BACKUP DOCUMENTATION FOR THE ITEMS CHECKED ABOVE:**

- Cost analysis efforts
- Evidence of patents
- Market Research
- Screenshots, emails, and/or catalog prices
- Pricing information obtained from colleagues at peer institutions who have purchased the same or similar items
- Prices of similar items

**NOT ACCEPTABLE**: an affidavit or sole source letter from the vendor is not sufficient documentation that the item or service is only available from a single source

**Please note**: Inadequate justification or lack of backup documentation for a Waiver of Competition – Sole Source Justification may cause delays in issuing a purchase order or the requirement for competition to make an award.

PRINT THE FORM. HAVE IT SIGNED (Electronic Signatures are acceptable), ATTACH TO YOUR HOKIEMART REQUISITION ALONG WITH ACCEPTABLE BACKUP DOCUMENTATION

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